

Post title **Programme Specialist, S&T (Science and Technology) Statistics**

Organisational unit **UNESCO Institute for Statistics (UIS)**

Duty station Montreal, Canada

Grade P-3

Post number INN/ST/CAN/UIS/0455

Closing date **10 September 2008**

**Main responsibilities** Under the overall authority of the Director of the UNESCO Institute for Statistics (UIS), under the direct supervision of the Head of Section, AESC and in the context of the Institute teams, the incumbent shall in particular:

- Conduct UIS surveys in S&T including: conceptualisation of surveys (instruments, reviewing the survey cycle planning, coordination with other sections of UIS; development of policy guidelines regarding the acceptance and publication of data, based on complex quality criteria; manage preparation and dissemination of data fact sheets and analytical reports using data from UIS and other sources; and prepare contract and schedules for contractors.
- Provide training to Member States by analysing the training needs and proposing training strategies and priorities; conduct regional workshops for national S&T statisticians, conduct country missions to train Member States on setting the up of S&T statistics systems; and develop training resources, manuals and exercises.
- Contribute to the development of international statistical standards methodologies and classifications; review and research conditions in which science, technology and innovation activities are carried out in developing countries and identify needs for new specific standards; prepare and review reports discussing current practices of measurement of science, technology and innovation in Member States; draft methodological guidelines and model tools and questionnaires in coordination with Member States, international partners, and external experts.
- Contribute to the management and strategic planning of the UIS S&T statistics programme: prepare reports on the progress and achievements of the programme, including performance assessment of staff members; write team work plans and prepare budgets; draft project proposals for presentation to donors; and develop proposals for the UIS strategy in the areas of science statistics, monitor trends in international policy, propose new directions, organise meetings and consultations.
- Represent the UIS S&T statistics programme in the international arena: maintain effect coordination with UNESCO sectors, institute and field offices, international associations and regional agencies; establish and consolidate worldwide networks of S&T statisticians; and represent UIS and UNESCO at international meetings, conferences and expert groups.

- Profile**
- Advanced university degree in the field of statistics or a closely related numeric discipline (such as demography, economics or mathematics) or in the fields of social sciences with a focus on science and technology studies, with a substantial applied statistics component.
  - At least four to seven years of professional experience in the collection and analysis of science and technology statistics, of which preferably two years acquired at the international level. Experience of project and survey/operations management is essential.
  - Experience and demonstrated ability to communicate effectively especially in making presentations and speaking before groups and to deliver papers and presentations is required.
  - Ability to manage staff, motivate and supervise the work of a small team is required.
  - Competence in the use of personal computers in a networked office environment as well as in a remote dial-up environment is essential and required. Current Microsoft operating system, office automation, and email software skills are essential. Excellent skills using Microsoft Excel and databases are essential. Experience providing requirements for IT Software Development projects and developing testing methodologies is required.
  - Excellent knowledge of English or French and very good knowledge of the other language. A working knowledge of another official UN language will be an asset.

**Conditions of employment** UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration will start at the current exchange rate for P-3 at US\$ 90,112 (US\$ 84,114 if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependant children, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking Organization.

**How to apply** When applying for UNESCO vacancies, please only use the on-line recruitment system at [www.unesco.org/employment](http://www.unesco.org/employment). Candidates without access to internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to *Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number: **INN/ST/CAN/UIS/0455**. UNESCO does not charge a fee at any stage of the recruitment process. If you have any question concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting payment of a fee, please contact: [Recrutweb@unesco.org](mailto:Recrutweb@unesco.org).

**UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States.**

**Non- or under-represented Member States as of June 2008 (please check at [www.unesco.org/employment](http://www.unesco.org/employment) for the latest situation):** Andorra, Angola, Antigua and Barbuda, Armenia, Austria, Azerbaijan, Bahamas, Bahrain, Belize, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Colombia, Comoros, Cook Islands, Djibouti, Dominica, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Ghana, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, Iceland, Indonesia, Iraq, Jamaica, Kazakhstan, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Malaysia, Maldives, Marshall Islands, Mauritania, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Paraguay, Qatar, Republic of Korea, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Suriname, Swaziland, Switzerland, Tajikistan, Thailand, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam.